

REQUEST FOR RECORDS RETENTION SCHEDULE  
To be Submitted to the Records Management Division  
Hall of Records CommissionSCHEDULE  
NO. C-28PAGE  
NO. 1.

1. Requesting Agency

SOMERSET COUNTY

2. Division or Bureau of Requesting Agency

CLERK OF CIRCUIT COURT

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.4. Item  
No.

## 5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation  
of Hall of Records  
and Board of Public  
Works.1. CORRESPONDENCE

Quantity: 1 1/4 cubic feet

Dates: 1939 - -

File Arrangement: Alphabetical

Annual Accumulation: less than 1/4 cubic feet

Disposable Amount: 1 cubic foot

Correspondence with individuals, private firms, various State and County agencies, etc., concerned with the functions of the Clerk's office.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER CREATION OR RECEIPT  
AND THEN DESTROY.2. LICENSES

Quantity: 6 1/2 cubic feet

Dates: 1938 - -

File Arrangement: by fiscal years

Annual Accumulation: 1/2 cubic feet

Disposable Amount: 5 cubic feet

Audited by: State

Applications for, and stub records and carbon copies of the following annual licenses issued by the Clerk of Court:

Amusement Device Licenses

Anglers' Licenses

Auctioneers' Licenses

APPROVED  
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Signature

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

7/7/55

Date

Archivist

JUL 12 1955

Date

Secretary

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Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
	<p>Beer Licenses Duck Blind Licenses Hucksters' Licenses Hunting Licenses Liquor Licenses Pushers' Licenses Traders' and Miscellaneous Licenses</p> <p>A record of the licenses issued is recorded in the permanent License Books. Amounts received for licenses are recorded in the Cash Book, which is a permanent financial record of the Clerk's office.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.</p>	
3.	<p><u>TEMPORARY DOCKETS (ROUGH MINUTES BOOKS)</u></p> <p>Size: 3/4 " x 10" x 15" Quantity: 4 1/4 cubic feet Dates: 1904 - - File Arrangement: Chronological Annual Accumulation: Minute Disposable Amount: 4 cubic feet</p> <p>Temporary dockets for use in Court. Information in the dockets is recorded in permanent form in the Civil and Criminal Dockets of Somerset County. Prior to 1937, separate volumes were kept for each court term, but beginning in that year, all entries have been made in a series of three volumes called "Rough Minutes." The pre-1937 volumes include dockets used by the Judges, Clerks, Attorneys, and Sheriffs. This material is considered non-record within the meaning of the statute governing non-record material. (Art. 41, Sec. 155, Annotated Code of Maryland, 1951 edition.)</p>	
4.	<p><u>RECEIPT BOOKS</u></p> <p>Quantity: 10 cubic feet Dates: 1944 - - File Arrangement: Chronological Annual Accumulation: 1 cubic foot Disposable Amount: 7 cubic feet Audited by: State</p> <p>There are two types of printed receipt forms, contained in two current series of receipt books:</p> <ol style="list-style-type: none"> <li>General Receipts, used in receipting for any money received by the Clerk except fees for marriage licenses.</li> </ol>	<p>APPROVED HALL OF RECORDS COMMISSION</p> <p>BOA Date JUL 11 1965 <i>[Signature]</i> Secretary</p>

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5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation  
of Hall of Records  
and Board of Public  
Works.

Item  
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2. Marriage License Receipts, used in receipting for marriage license fees.

All receipts are prepared in duplicate, the original going to the payor, and the copy remaining in the receipt book. All receipted transactions are recorded in the Cash Book, which is a permanent financial record of the Clerk's office.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

5. ADMINISTRATIVE ACCOUNTING RECORDS

Quantity: 6 cubic feet

Dates: 1938 - -

File Arrangement: Chronological

Annual Accumulation:  $\frac{1}{2}$  cubic foot

Disposable Amount:  $4\frac{1}{2}$  cubic feet

Audited by: State

This item includes the following accounting records, used as supporting data to the final book of entry. The transactions which they concern are recorded in the Cash Book, which is a permanent financial record of the Clerk's office.

Paid invoices and bills for office supplies and services connected with operation of the Clerk's office.

Banking records, including check stubs, canceled checks, bank statements, deposit slips, and bank books of the Clerk of Court.

Copies of monthly and annual reports to the State Comptroller.

Daily Office Receipt records, listing money received by the Clerk's office each day.

Copies of payrolls and supporting documents sent to the Employees Retirement System.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

APPROVED  
HALL OF RECORDS COMMISSION

BO.  
Date JUL 11 1955

ED BY  
WORKS

*[Signature]*  
Secretary